

## Checklist for Decommissioning a Laboratory

### Standard Operating Procedure

Revision Date: 08/18/17

#### Decommissioning Tasks to Schedule

TASKS	ADVANCED NOTICE	DATE NOTIFIED OR SCHEDULED	CONTACT PERSON	NOTES
<b>Research Health and Safety</b>				
Lab director submits the: <ul style="list-style-type: none"> <li>Laboratory Space Modification Form, if applicable</li> <li><a href="#">Request for Room Decommissioning</a> form or contacts Research Health &amp; Safety (RHS)</li> </ul>	<ul style="list-style-type: none"> <li>As soon as decision is made to modify lab</li> <li>2 weeks</li> </ul>			
If applicable, Biological Safety decontaminates Biosafety Cabinet	2 weeks			
RHS completes decommissioning inspection				
<b>Hazardous Materials Management (HMM)</b>				
If, needed, HMM cleans out large volumes of waste (Lab clean-out )	2 weeks			
HMM collects normal waste	1 week			
<b>Radiation Safety Service (RSS)</b>				
Lab director submits the <a href="#">Request for Room Decommissioning</a> form and schedules RSS lab inspection	2 weeks			
Laboratory personnel stop using radioactive material	1 week			
Radioactive waste collected	1 week			
<b>Plant Operations</b>				
Lab director contacts Plant Operations to disconnect utilities from BSC				
Lab director contacts Property Disposition to pick up surplus equipment				
Lab director contacts, if applicable, Plant Air Conditioning (AC) Shop to pick up refrigerators				
<b>Vendor</b>				
Lab director contacts vendors to collect cylinders				

\*For information about transferring DEA-controlled substances to a new laboratory, refer to the [Research Ethics & Compliance](#) Web page.

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- Checklist for Decommissioning a Laboratory (Cont'd)
  - Biological, chemical, and radioactive waste properly disposed or collected  
**NOTE:** Do **not** dispose hazardous substances in normal trash.
  - All radioactive materials (waste or contaminated objects) removed from the lab prior to this NRC-required decommissioning effort
  - Sharps removed, including razor blades
  - Unused and unopened chemicals donated to other researchers or placed in the [chemical redistribution program](#)
  - Compressed gas cylinders returned to supplier
  - All papers, rags, empty bottles, boxes, etc. properly disposed
  
  - Engineering control equipment (BSC, fume hood, snorkel, exhaust booth), if applicable, emptied and wiped down
  - Equipment and apparatus (refrigerators, freezers, centrifuges, etc) used to store or analyze radioactive materials emptied and cleaned
  - Equipment to be moved, including to Property Disposition or Plant AC, decontaminated, authorized to be moved, and has a [Laboratory Equipment Owner Decontamination Form](#) attached to it
  - All in-house equipment removed
  
  - Chemical storage areas cleaned and surfaces wiped down
  - Drawers, cabinets, and shelving units emptied, cleaned, and wiped down
  - Benches and counters cleaned and wiped down
  
  - Laboratory surveyed by Radiation Safety Services
  - Laboratory checked for mercury contamination
  - If applicable, BSC decontaminated by Biological Safety

After clearance from RSS and RHS, all markings that identified the presence of hazardous substance, radioactive material, or both removed from the laboratory space and from any equipment going to Property Disposition

- Tape and labels
- Door postings
- Refrigerator postings